**Policy 413 Standardization of Goods and Equipment**

Category: Business Operations

Covered Individuals: All CEI employees

Approved: 09/24/2024

**Policy**

Standardization in goods and equipment minimizes overall costs to the College, facilitates resource sharing, and fosters continuity across the campus. In collaboration with department leaders, the Procurement Department identifies standards for certain goods, equipment, and services that comply with the standardization policy.

It is imperative to note that purchases made utilizing College of Eastern Idaho (CEI) funds must strictly adhere to Policies 214 and 215 in conjunction with this standardization policy.

**Procedure**

Standardization of goods and equipment encompasses, but is not restricted to, janitorial and maintenance supplies and parts, instructional tools, computers, electronic devices, copiers, furniture and furnishings, and telecommunications equipment, as well as the colors, designs, and materials of floors, walls, and ceilings and any other items designated by Procurement and/or department leaders.

The Procurement Department establishes relationships with vendors who provide approved campus-wide standard goods and equipment. In alignment with our ongoing objectives and mission advancement, purchasers must utilize these approved vendors and adhere to the campus-wide purchasing standards outlined by the College of Eastern Idaho’s Policies 214 and 215.

Information Technology (IT) purchases (see Policy 214: Purchasing and Procurement)

* + **All information technology (IT) purchases, regardless of the amount, must be pre-authorized by the Chief Information Officer (CIO) or designated IT personnel.**
  + IT purchases include a broad range of items, including but not limited to:
    - Computers, tablets, and laptops
    - Printers and scanners
    - Software, software licenses, or software subscriptions
  + Third-party tools, including web-based software and applications, account set up requiring personal information
    - Computer hardware
    - Monitors
    - Televisions, projectors, speakers, cameras, and any other audio/video equipment
    - Backup systems
    - Server hardware and networking equipment
    - Telephones
    - Any device that is capable of connection to CEI’s Network System

Criteria used to determine whether an item is suitable for standardization include, but are not limited to:

* Reliability and quality of the product for commercial use
* College-wide necessity and usage
* Software and hardware compatibility
* Aesthetic coherence (color, style)
* Handling and distribution expenses
* Training requirements
* Maintenance/service expenditures
* Storage considerations
* Availability of technical support

Once an item is identified for standardization, the business office will document it. This documentation includes detailed specifications, vendor information, pricing, and relevant contracts or agreements.

Purchases that qualify and are made with P-cards must meet the standardization of goods and equipment policy and adhere to Policy 215 Purchasing Card.

**Requesting Standardization Approval**

If a department identifies a need for goods or equipment that is not currently standardized, it may submit a formal request for review to the Procurement Department. The request must include a comprehensive justification, including how the requested item meets the criteria for standardization outlined within this protocol.

The Procurement Department will thoroughly review all requests and assess the feasibility and potential benefits of standardizing the requested item for the College. The Vice President of Finance and Administration will be the final approver. If approved, the item will be incorporated into the standardized inventory file.

Any deviations from the standardization policy must be approved by the Vice President of Finance and Administration before purchase.

Regular evaluations of the standardization policy and inventory will be conducted to ensure alignment with the College's goals and objectives. Policy updates will be implemented as necessary to reflect technological changes, industry standards, and campus needs.

All employees involved in purchasing processes are responsible for familiarizing themselves with this policy and procedure and adhering to its guidelines.

**Violation**

Failure to comply with this policy carries serious consequences. It may result in corrective action, including the potential loss or suspension of purchasing privileges and disciplinary action up to and including termination in accordance with Policy 107: Disciplinary Actions.